



Department of

Children's Services

Applying for Case Manager
Positions with the Department of
Children's Services

Beginning the Process

Prior to beginning your job application:
Develop a professional resume

Use your university's career services for editing and advice.

Also, here are some online resources to help you think about your resume:

<http://www.umt.edu/career/CareerResources/Handouts/default.php>

<http://www.bu.edu/ssw/students/current/career/career-services/resume/>

Be sure to state on your resume that you are a Title IV-E Tuition Assistance recipient and that you received a certification in DCS Child Welfare Case Management. This will let the human resource analysts know that hiring you is a priority.

You Need to Know:

- You may apply for Case Manager 1 (CM1) positions 120 days prior to graduating.
- The positions are listed by county. Apply for the counties you want to work in. You must submit an application for each job you apply for.
- New positions are posted every Wednesday.
- You must apply for CM1 positions but since you are certified as a DCS Case Manager you will be paid a CM2 salary.

You Need to Know:

- CHECK the application for accuracy BEFORE you click SUBMIT. You are not allowed to go back in and make corrections on an application once submitted.
- Make sure you go to every interview.
- You are expected to be hired within 90 days after graduation.

Letter of Attestation

- When you graduate, you need to email your transcripts to IV-E_Tuition.El-DCS@tn.gov.
- After your transcripts are received and analyzed you will receive a “Letter of Attestation” that proves you have completed all of the requirements of a DCS Child Welfare Case Manager.
- If you have the letter when you apply, upload it with your application.
- When you are hired, give this letter to the DCS office so they can place it in your HR file

Job Application



In order to complete the state application online, go to <http://www.tn.gov/hr> and look at the top left side of the page and put your mouse over the “Employment” tab. Click on “Employment Opportunities”.

This will take you to a page entitled “[Employment Opportunities](#)”. On this page, click on the “[Current Openings](#)” link under “Preferred Service Job Openings”.

Job Application

Search Criteria

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> Accounting and Finance (8)	<input type="checkbox"/> Administrative Assistant (10)	<input type="checkbox"/> Airports (2)
<input type="checkbox"/> Architecture (1)	<input type="checkbox"/> Audit (10)	<input type="checkbox"/> Building & Grounds Cleaning and Maintenance (4)
<input type="checkbox"/> Building & Safety (1)	<input type="checkbox"/> Building Maintenance (4)	<input type="checkbox"/> Career Exploration (4)
<input type="checkbox"/> Clerical & Data Entry (27)	<input type="checkbox"/> Code Enforcement (1)	<input type="checkbox"/> Communications (3)
<input type="checkbox"/> Community and Social Services (2)	<input type="checkbox"/> Construction Maintenance (6)	<input type="checkbox"/> Construction Trades (2)
<input type="checkbox"/> Corrections (2)	<input type="checkbox"/> Counseling (47)	<input type="checkbox"/> Customer Service (4)
<input type="checkbox"/> Database Administration (2)	<input type="checkbox"/> Dispatch (3)	<input type="checkbox"/> Education (1)
<input type="checkbox"/> Emergency Management (2)	<input type="checkbox"/> Engineering (7)	<input type="checkbox"/> Environmental Services (8)
<input type="checkbox"/> Fire & EMS (1)	<input type="checkbox"/> Food Services (3)	<input type="checkbox"/> Forestry (3)
<input type="checkbox"/> Grounds & Landscaping (1)	<input type="checkbox"/> Health Care Support (3)	<input type="checkbox"/> Health Sciences (2)
<input type="checkbox"/> Health Services (4)	<input type="checkbox"/> Human Resources (6)	<input type="checkbox"/> Human Services (14)
<input type="checkbox"/> Instructor (1)	<input type="checkbox"/> IT and Computers (9)	<input type="checkbox"/> Management (4)
<input type="checkbox"/> Mathematics (1)	<input type="checkbox"/> Medical (1)	<input type="checkbox"/> Mental Health (7)
<input type="checkbox"/> Nursing (21)	<input type="checkbox"/> Office and Administrative Support (8)	<input type="checkbox"/> Paraprofessional (2)
<input type="checkbox"/> Parks and Recreation (1)	<input type="checkbox"/> Pharmacy (1)	<input type="checkbox"/> Program Management (2)
<input type="checkbox"/> Project Management (1)	<input type="checkbox"/> Public Health (8)	<input type="checkbox"/> Records Management (2)
<input type="checkbox"/> Rehabilitation Services (1)	<input type="checkbox"/> Safety (3)	<input checked="" type="checkbox"/> Social Services (51)
<input type="checkbox"/> Statistics/Mathematics (2)	<input type="checkbox"/> Tax Administration (2)	<input type="checkbox"/> Training (2)
<input type="checkbox"/> Transportation (5)		

Search

Enter keywords (optional): [Explain this](#)

or [Clear Search](#) [Request job notifications by category...](#)

51 records found.
Page 1 of 3 << Previous Page 1 | 2 | 3 Next Page >>

Position	Emp. Type	Salary	Filing Date
DCS CASE MANAGER 1*-062415-146954	Full-Time	\$2,486.00/Month	06/30/15

- On the next page, please read all instructions related to applying for a job with the State of Tennessee.
- Then scroll down the page until you see Search Criteria. Click on "Clear all Categories" and then click on the "Social Services" link and press enter and you will see the listings for DCS jobs. Click on the Case Manger job you wish to apply to.

Job Application

STATE OF TENNESSEE JOB INFORMATION

powered by
NEOGOV

Job Title: DCS CASE MANAGER 1*-062415-146954

Closing Date/Time: Tue, 06/30/15 11:59 PM Central Time

Salary: \$2,486.00 Monthly
\$29,832.00 Annually

Job Type: Full-Time

Location: Monroe County, Tennessee

[Print Job Information](#) | [Apply](#)

Minimum Qualifications | **Benefits** | **Supplemental Questions**

LOCATION OF (1) POSITION TO BE FILLED: DEPARTMENT OF CHILDREN'S SERVICES, CHILD AND FAMILY MANAGEMENT DIVISION, MONROE COUNTY

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

Other Requirements:

Necessary Special Qualifications: *Applicants for this class must:*

1. complete a criminal history disclosure form in a manner approved by the appointing authority;
2. must agree to release all records involving their criminal history to the appointing authority;
3. must supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check;
4. submit to a review of their status on the Department of Health's vulnerable person's registry;
5. possess a valid motor vehicle operator's license at the time of appointment in some positions;
6. upon appointment, successfully complete a prescribed course of training offered by the Tennessee Department of Children's Services.

Examination Method: Education and Experience, 100%, for Preferred Service positions.

Job Overview:

Summary: Under general supervision, is responsible for professional case management work of routine difficulty, and performs related work as required.

Distinguishing Features: This is the trainee/entry level class in the DCS Case Manager job series. An employee in this class learns to perform a variety of case management duties for

- Click on the “Apply” link to complete the online application. The application must be submitted prior to the **Closing Date/Time** listed on this page. Note: The first time you access the application, you will be prompted to register and create an account.
- Please note that you are applying for a position in the county listed on this page.
- This page also contains Job Description information, along with information related to benefits.

Job Application – Create Application

DCS-CASE MANAGER 1*-062415-146954

Job Details | Apply

State of Tennessee
Job Opportunities
<http://tn.gov/sole>

Resume

Info

Work

Education

Address

References

Attachments

Questions

Review

Submit

Import Your Résumé

Save time by importing your information into our system automatically

Transfer from LinkedIn
Use your LinkedIn resume information for your new profile. You can edit this info later.

Upload from Computer
Supported file types: pdf, doc, txt

To manually fill in your information, you can [Skip this step](#)

- Complete all fields within your application. Note: You can insert your resume at this point or wait until you reach the “Attachments” field.

Job Application – Preferences

Preferences

Minimum Compensation Requirement

\$ Per Year (Optional)

\$ Per Hour (Optional)

When are you available to work? (Optional)

Day Rotating

Evening Weekends

Night On Call

Are you willing to relocate? (Optional)

Yes Maybe

No No Response

Comments (Optional)

Enter any comments regarding relocation...

What type of job are you looking for? (Optional)

Regular Seasonal

Temporary Internship

Complete all required fields as directed. When you get to “Preferences” you must select “Yes” to the question, “Are you willing to relocate?”

Job Application – Work Experience

Company/Agency Name *	
Department of Children's Services	
Address	
City *	
Nashville	
State *	
Tennessee	
Zip Code	Country
37243	US
Phone	Website
May we contact this employer?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Position Title *	Hours/Week *
Title IV-E Student Intern	20
Monthly Salary	Employees Supervised
Start Date	
Month *	Year *

Include your internship with DCS, the total number of hours of your field placement and experience in the duties summary.

Job Application - Education

Knoxville	Tennessee
Country *	
US	
Website	
Major/Minor	Degree *
Social Work: DCS Case Manager Certified	Bachelor's
Units Completed *	Unit Type *
42	Semester Units
Start Date	
Month *	Year *
Select Month	Select Year
End Date	
Month *	Year *
Select Month	Select Year
Did you graduate?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Fields marked with an asterisk (*) are required	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Under "Education" indicate that you are a Certified DCS Case Manager along with your degree.

Job Application – References

Apply

References

Reference Type * Personal Professional

Name

First *

Last *

Title

Address

Address Line 1

Address Line 2

City

State

Submit at least two (2) but no more than three (3) references.

Job Application – Attachments

Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .pdf, .tif, .jpeg, .jpg

Resume

resume.docx

Other

Letter of attestation.pdf

+ Add supplemental attachment

** Required attachments must be provided
before submission*

Next

Attach your “Resume” and “Letter of Attestation.”
The letter of attestation shows that you have completed all of the requirements needed to be certified in DCS Child Welfare Case Management. You may get this from your university or by submitting your transcripts to DCS at: IV-E_Tuition.El-DCS@tn.gov who may issue your letter.

Job Application

- Once you have completed the application, make sure to certify and submit your application. You will be asked to bring a paper copy of your application to your interview. You will have an opportunity to print your application on the next step.
- You must submit your application by the **Closing Date/Time** for the job posting. Applications submitted after the Closing Date/Time will not be accepted

Job Application- Printing

DCS CASE MANAGER 1*-062415-146954

DCS CASE MANAGER 1*-06

Job Details

Apply



Application Submitted!

Successfully submitted on 6/29/2015 at 8:12 AM Central

You can check the status of this application by visiting ["Applications"](#) in the main menu bar.

Once you have submitted your application, click on the “Applications” link.

Job Application- Printing

The image shows a screenshot of a job application portal. On the left, a list of applications is displayed under the heading 'Applications'. A blue arrow points to the first application, 'DCS CASE MANAGER T*-062415-146954', which was applied on 06/29/2015 08:12 AM. On the right, a pop-up window titled 'DCS CASE MANAGER T*-062415-146954' is open, showing the 'Application View' tab. The pop-up contains a 'Print' button in the top right corner and two sections: 'General Information' and 'Personal Information'. The 'General Information' section includes fields for Name, Address, Phone, and Email. The 'Personal Information' section includes fields for Driver's License, Social Security Number, and a question about proof of legal right to work in the US.

Applications

DCS CASE MANAGER T*-062415-146954 Applied on 06/29/2015 08:12 AM C (Status)

DCS CASE MANAGER T*-062415-146954

Print

General Information

Contact Information

Name
weertge weertge

Address
weertge weertge
althorn, CA 94557

Phone

Email
fcdgfd@yahoo.com

Personal Information

Driver's License
No

Driver's License State

Driver's License Number

Driver's License Class

Social Security Number
xxx-xx-6789

Have proof of your legal right to work in the US?
Yes

What is your highest level of education?
Master's Degree

Job Search
How to Apply
Your Account

Employers
Post Job

About
Help & Support
Company Info
Legal & Privacy

Click on the position that you applied for and a pop-up will appear. The pop-up will allow you to view your submitted application and the details for the position in which you applied. In the top right corner, you will see "Print." Click "Print" to print your application.

Thank you for your hard work
and ongoing interest in
working with DCS to serve
Tennessee's most vulnerable
population